



Rio Arriba County Detention Center (RACDC) POLICY 090 COMMISSARY SERVICES

Commissary is a service provided by a contractor with approval of the Rio Arriba County Detention Facility personnel to permit inmates to purchase items not provided by the facility. These items provide inmates with a few simple conveniences for the inmates. The Rio Arriba County Detention Facility shall have procedures for inmates to purchase item for personal hygiene and other conveniences.

Procedure:

1. Commissary is a privilege which is provided by the facility and can be discontinued for disciplinary reasons.
2. Detention officers shall ensure that commissary services are provided to inmates on a regular basis.
3. The administration shall maintain a list of commissary items that can be purchased by inmates through commissary services. This list shall consist of, but not limited to:
 - a. candy;
 - b. cigarettes;
 - c. grooming items;
 - d. postage and writing materials;
 - e. snacks;
 - f. hygiene items;
 - g. recreation items.
4. All items supplied through the commissary service shall be in plastic containers, absolutely no metal or glass container will be allowed.
5. The shift supervisor shall distribute a current list of commissary items that may be purchased by inmates to each inmate.
6. All order forms for commissary items shall be distributed to all inmates and must be turned in to administration every Monday night.



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7. The commissary officer shall enter all the ordered information into the commissary computer and then transfer the information to the commissary company.
8. All the deductions for the purchases shall be made in the same computer.
9. Items will then be delivered to the Rio Arriba County Detention Facility from the commissary company where the detention staff will deliver the purchased items to the inmate.
10. The inmates shall sign a receipt for the items and return the same to the detention officer.
11. Copies of all receipts shall be kept by the case manager.
12. Commissary services may be refused to inmates for disciplinary reasons.
13. No commissary items may be purchased by indigent inmates.